TERMS OF REFERENCE

REQUEST FOR QUOTATIONS

Rehabilitation and Improvement Works

St. Kitts and Nevis Red Cross Society

READY 360° / 3 Oceans Project

Period : 01/11/26 au 20/11/2026

Purpose	Selection of one contractor to carry out rehabilitation and improvement works at two St. Kitts and Nevis Red Cross Society sites.
Sites	SKNRCS Headquarters and Dieppe Bay.
Project	READY 360° / 3 Oceans - implementation in collaboration between SKNRCS and the French Red Cross - PIRAC.
Contract approach	One contract covering both sites. Tenderers must demonstrate capacity to perform the full scope of works.
Submission deadline	15 calendar days after the date of publication of this notice.
Target start	As soon as possible following award, and no later than early November 2026.

1. Background

The St. Kitts and Nevis Red Cross Society (SKNRCS), in collaboration with the French Red Cross - PIRAC, invites qualified and experienced contractors to submit quotations for rehabilitation and improvement works at two Red Cross sites in St. Kitts. The works are implemented within the framework of the READY 360° / 3 Oceans project, which supports the strengthening of Red Cross capacities, preparedness and resilience in the Caribbean.

This procurement is conducted through an open competitive process. Interested and qualified contractors must be given a fair opportunity to compete, and all offers received within the deadline will be assessed using the same requirements and evaluation principles.

2. Purpose of the Procurement

SKNRCS and PIRAC intend to select one contractor capable of completing the works at both sites under one contract. The selected contractor will be responsible for mobilising the necessary labour, materials, equipment, supervision and technical resources and for completing the works within the agreed implementation period.

3. Scope of Works

Site 1 - SKNRCS Headquarters: Containers A, B and C

- Construct a suitable foundation for Container C next to Containers A and B.
- Relocate Container C to the designated position.
- Construct an appropriate roof structure.
- Refurbish and protect the exterior surfaces of Containers A, B and C, including treatment of deterioration or corrosion where required.
- Provide appropriate ventilation solutions, including windows where technically appropriate.
- Supply and install a solar-powered system suitable for lighting and related basic electrical needs.

Site 2 - Dieppe Bay

Tenderers may propose the most appropriate technical solution after assessing the condition of the existing container. The quotation must clearly identify the selected approach and provide a complete cost breakdown.

Option A - Rehabilitation of the existing container

- Remove the existing floor and install a new suitable treated floor, including inspection and rust treatment of the existing supports.
- Refurbish and protect the exterior of the container, including corrosion treatment, priming and painting where required.

- Construct and/or repair the roof and address existing leaks.
- Supply and install a solar-powered system for lighting and related needs.
- Provide ventilation, including an air extractor and/or appropriate cross-ventilation solution.
- Provide appropriate lighting and security solutions.
- Provide for connection to the government electricity supply where technically feasible and required.
- Build and install suitable internal shelving.

Option B - Replacement of the existing container

- Replace the existing container with a suitable container and complete all works necessary for safe installation and use.
- Construct an appropriate roof structure.
- Supply and install solar-powered lighting and ventilation solutions.
- Provide for connection to the government electricity supply where technically feasible and required.
- Install air extraction/cross-ventilation, lighting and appropriate security solutions.
- Build and install suitable internal shelving.

4. Expected Implementation Period

The procurement process is intended to allow rapid mobilisation. The successful contractor must be available to begin the works as soon as possible after notification and contract signature, with a target start date no later than early November 2026. Tenderers must include a realistic work schedule covering both sites and clearly state the expected duration of the works.

5. Content of the Offer

- One comprehensive offer covering both sites, with a separate and clear financial breakdown for Headquarters and Dieppe Bay.
- For Dieppe Bay, clear indication of whether the offer is based on rehabilitation or replacement of the container, with technical justification where appropriate.
- A detailed financial offer showing labour, materials, equipment, transport, applicable taxes and any other costs necessary to complete the works.
- Company legal/registration information, physical address and contact details.
- Evidence of relevant experience and technical capacity for comparable construction or rehabilitation works.
- Quotation validity period and proposed payment conditions.

6. Evaluation of Offers

All compliant offers received before the deadline will be compared on an equal and transparent basis. The award will be based on the best evaluated quotation and will not necessarily be made to the lowest-priced offer.

- Technical compliance with the requested scope of works;
- Quality and appropriateness of the proposed technical solution;
- Relevant experience and demonstrated technical capacity;
- Ability to carry out the works at both sites and meet the required timeframe;
- Completeness and clarity of the offer;
- Financial offer and overall value for money.

Clarifications may be requested where necessary, provided that they do not alter the substance of an offer or create an unfair competitive advantage. Non-compliant, incomplete or late offers may be rejected.

7. Procurement Principles and Applicable Framework

The process shall be conducted in accordance with the applicable laws and regulations of the Federation of Saint Christopher and Nevis and with the applicable procurement and compliance requirements of SKNRCS, the French Red Cross - PIRAC and the READY 360° / 3 Oceans project.

The procurement process is based on the principles of open and fair competition, equal treatment of tenderers, transparency, confidentiality of competing offers, objective evaluation, avoidance of conflicts of interest and value for money. Participation in the process does not create an entitlement to contract award.

8. Administrative Requirements

- The tenderer must provide evidence of the legal registration and regularity of its economic activity in its country of establishment.
- The contractor will be responsible for providing all human and material resources required to perform the works.
- The contractor must comply with applicable health, safety, labour, environmental and construction requirements.
- Any subcontracting arrangements must be clearly identified in the offer. The selected contractor remains responsible for the proper execution of the contract.
- Prices should remain valid for the validity period stated in the quotation.

9. Submission and Deadline

Submission deadline: 15 calendar days after the date of publication of this notice. The exact closing date and time must be inserted when the publication date is confirmed.

Submission address/email:

joseph.richardson@sknrcs.org

dejon.liburd@sknrcs.org

maelis.petipeti@croix-rouge.fr

Reference: SKNRCS Headquarters & Dieppe Bay Rehabilitation Works - READY 360° / 3 Oceans

Offers received after the closing deadline may be rejected. All costs related to the preparation and submission of an offer are borne by the tenderer.

10. Reservation of Rights

SKNRCS and the French Red Cross - PIRAC reserve the right, in accordance with the applicable procurement framework, to reject an offer that does not meet the requirements, to cancel or discontinue the procurement process where justified, or not to award the contract if no satisfactory offer is received. Any such decision shall be applied consistently and without discrimination among tenderers.

ST. KITTS AND NEVIS RED CROSS SOCIETY
in collaboration with FRENCH RED CROSS - PIRAC
READY 360° / 3 Oceans